

APPENDIX E
A-E TASK ORDER CHECKLIST

CONTRACT NO. _____ TASK ORDER NO. _____

TASK ORDER TITLE _____

REQUIREMENT	REFERENCES (EP = EP 715-1-7)	YES, NO or N/A? REMARKS
1. ACQUISITION PLANNING		
1-1. Was appropriate acquisition planning performed and documented (formal or informal acquisition plan), including consideration of contract type, options and small business?	FAR 7.1 DFARS 207.1 AFARS 5107.1 EFARS 7.1 EP Chapter 2	
1-2. Was a DD Form 2579 prepared and coordinated with the KO, DSB and SBA prior to committing to issue of the task order?	DFARS 219.201(c)(9)(B) EFARS 19.201(c)(9)(B) EP 2-6, 3-4.e	
2. NEGOTIATION AND TASK ORDER ISSUE		
2-1. Does the scope of work thoroughly address the project description, scope of A-E services, schedule, deliverables, reviews, conferences, criteria and standards, Government-furnished information, and administrative instructions?	EP 4-5	
2-2. If this task order could have been issued under more than one IDC, is the contract file documented to justify the basis for issuing the task order under this contract?	FAR 16.500, 16.505(b) EFARS 16.505(b)(1) EP 4-14.f(2)	
2-3. If this task order is over \$500,000, is the use of a task	EFARS 36.601-3-90(c) EP 4-14.f(2)	

REQUIREMENT	REFERENCES (EP = EP 715-1-7)	YES, NO or N/A? REMARKS
order instead of initiating a new contract justified in the file?		
2-4. Is the scope of work for this task order within the scope of the IDC?	FAR 16.505(a)(2) EP 4-14.f(2)	
2-5. Was the Service Contract Act considered, and a wage determination incorporated in contract negotiation, if appropriate?	FAR 22.10 EP 4-9	
2-6. Is/does the IGE: - Based on a detailed analysis of required work? - Include profit based on alternate structured approach to weighted guidelines method? - Include a check on the 6% limit? - Properly approved prior to receiving the A-E proposal?	FAR 36.605 EFARS 15.404-73-101, 36.605 EP 4-10, Appendix X	
2-7. Is the proposal analysis in adequate detail for the size and complexity of the action, and does it address technical, price, and cost considerations?	FAR 15.404 EP 4-12.a, Appendix Z	
2-8. Are the PNO documented in adequate detail in a PnM and the significant differences among the IGE, proposal and PNO explained?	FAR 15.406-1 AFARS 5115.406-1 EFARS 15.406-1 EP 4-12.c	
2-9. Does the PNM: - Describe the principal elements of the negotiation? - Explain the significant differences between the final agreed price and the PNO? - Support that a fair and reasonable price agreement was reached?	FAR 15.404-4(c)(4)(i)(B), 15.406-3 DFARS 236.606-70 AFARS 5115.406-3 EFARS 15.406-3, 36.606-70 EP 4-13.c, 4-16	

REQUIREMENT	REFERENCES (EP = EP 715-1-7)	YES, NO or N/A? REMARKS
- Show that the final A-E proposal complies with the 6% limitation?		
2-10. Was the task order awarded within the pertinent time standard, exclusive of justifiable delays?	EP 2-11, Appendix L	
3. TASK ORDER ADMINISTRATION AND MANAGEMENT		
3-1. Is there evidence that the Government closely monitored and managed the A-E firm's performance and reviewed the A-E products for technical adequacy?	EP 5-3, 5-5, 5-9	
3-2. Is there evidence of enforcement of the A-E firm's responsibility and liability for design errors and deficiencies?	FAR 36.608, 36.609-2 EP Chapter 7	
3-3. Is there evidence of enforcement of the firm's responsibility for design within the construction funding limitation?	FAR 36.609-1, 52.236-22 EP 7-4.b	
3-4. Were progress payments processed promptly and retainage withheld as appropriate?	FAR 52.232-10 EP 5-7	
3-5. Was there an appraisal of the A-E performance prepared after each submission or phase of work, and the final performance evaluation prepared and sent to ACASS and the firm?	FAR 36.604 DFARS 236.604 EFARS 36.604 EP Chapter 6	

Other Remarks: